

Financial System Enhancements

- ```

B
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop P
Court ID : J 44 ANGIE Juvenile Price File Release : 025
ADD
Price code :
Description P=% C=Cash amounts
Amount :
Effct date MMDD CCYY : Code status : Y (Y-Active N-Inactive)
Code MMDD CCYY Fund Activity Account Description Dist. Amt PAY-
Group Code 1: Group Code 2: Group Code 3:
Enter YOUR Pass Word
F1=Help F2=Nxt Tran F3=Exit F9=Name Inq.
F14=Dkt.Inq F16=Inv.Cal
b 03/016
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```

- ## Restitution Report - Tracks restitution orders from beginning to end.

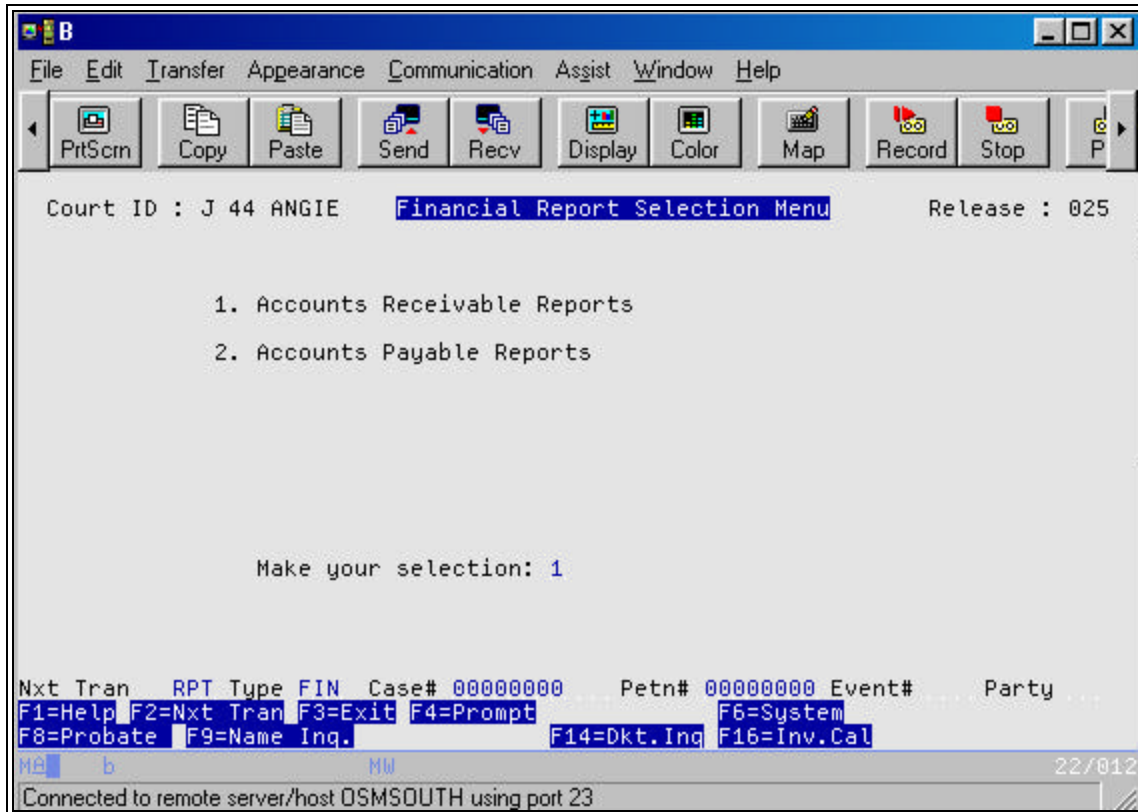
1

## Cash Adjustments Report

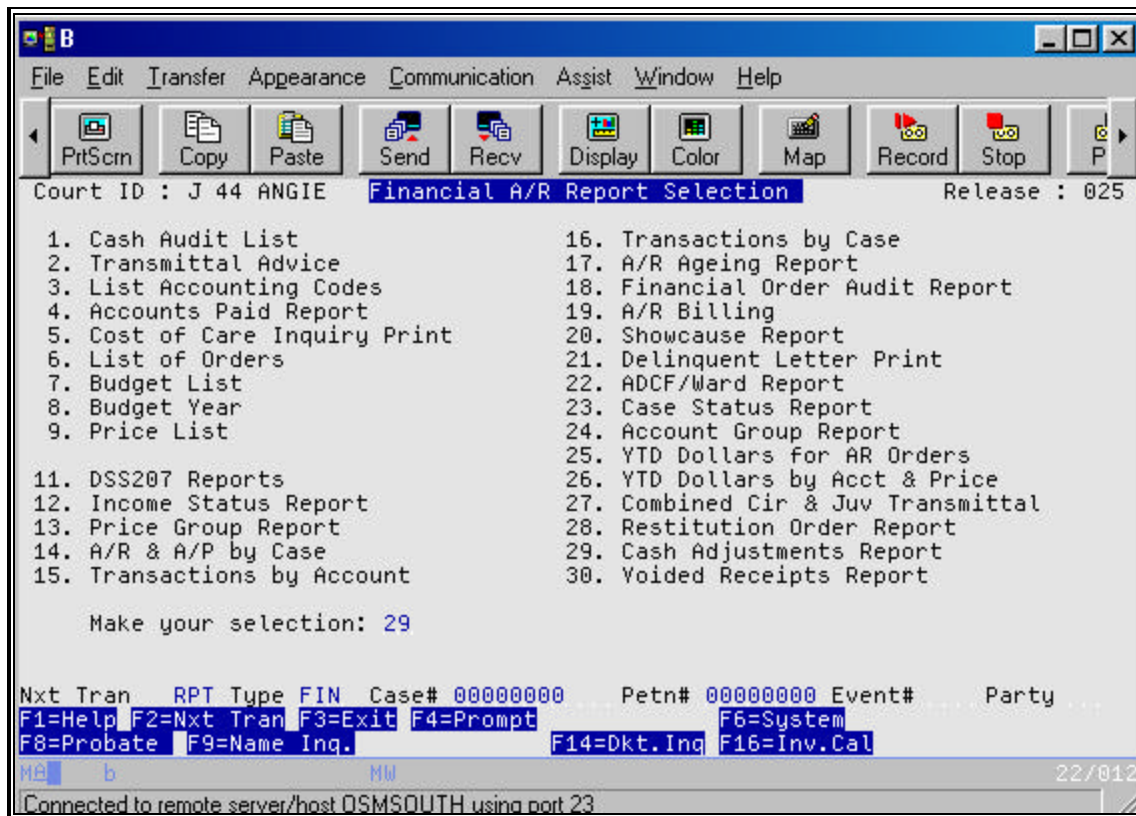
This report tracks all credit memos and adjustments that are processed within the reporting period. This report will print the case number, receipt numbers, date of the adjustment/credit, original amount, adjusted amount, reason and the operator code.

This report can be generated for Juvenile, Probate or Civil systems.

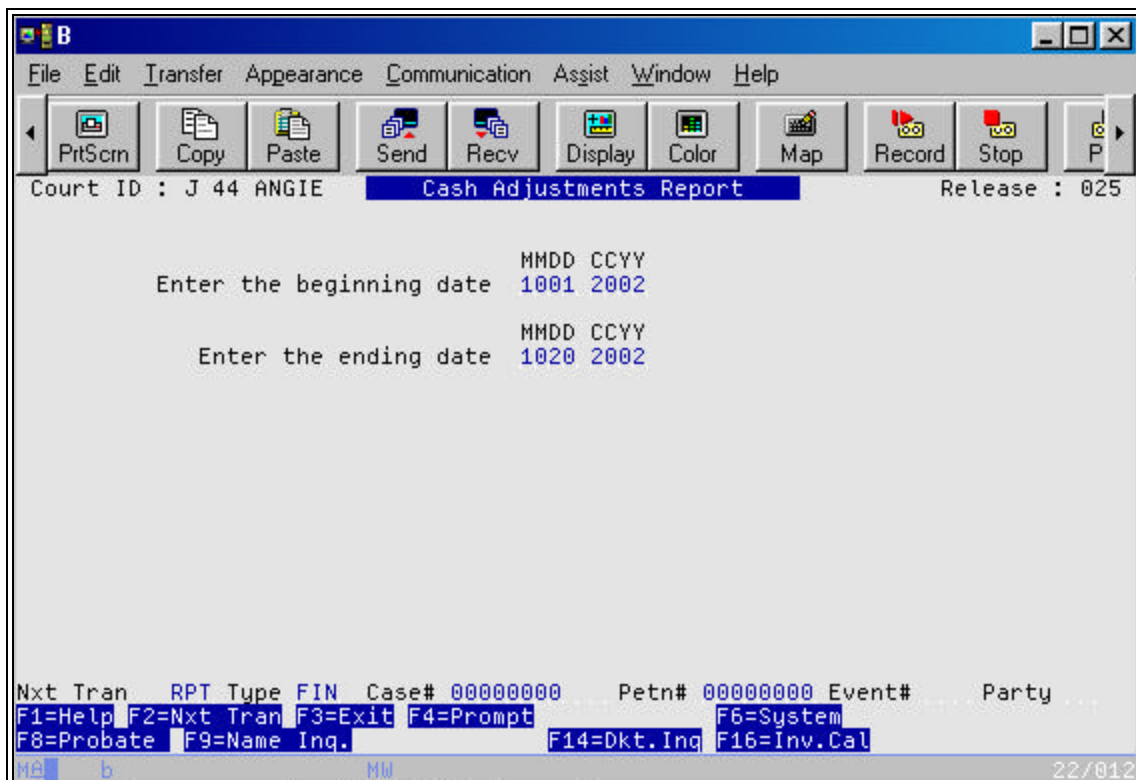
To generate this report enter RPT/FIN from the Next Tran line and press << and the following screen will be displayed for you.



Select option 1 for Accounts Receivable Reports and press << . The system will display the following screen.



Select option 29 - Cash Adjustments Report and press << . The system will return the following screen.



Enter the dates that you want the system to process and press << . The system will generate the report.  
Following is an example of the report.

| RUN DATE 10/30/2002 |     | JUVENILE CASH ADJUSTMENTS REPORT        |            |            |            |              |              |        |        | PAGE NO.                |    |
|---------------------|-----|-----------------------------------------|------------|------------|------------|--------------|--------------|--------|--------|-------------------------|----|
| RUN TIME 10:18      |     | From 10/01/2002 Thru 10/20/2002         |            |            |            |              |              |        |        |                         |    |
|                     |     | LAPEER CO CIRCUIT COURT/FAMILY DIVISION |            |            |            |              |              |        |        |                         |    |
|                     |     | LAPEER CTY. COMPLEX 255 CLAY ST.        |            |            |            |              |              |        |        |                         |    |
|                     |     | LAPEER MI 48446                         |            |            |            |              |              |        |        |                         |    |
|                     |     | (810) 6670270                           |            |            |            |              |              |        |        |                         |    |
| CASE #              | SFX | PARTY                                   | ADJ. RCPT# | TRACK RCPT | ADJ. DATE  | ORIGINAL AMT | ADJUSTED AMT | TO CDE | FR CDE | ADJUSTMENT REASON       | OP |
| 00895019            |     | 2/M01                                   | 90000895   | 90000894   | 10/14/2002 | \$45.00      | \$45.00-     | AFE    | CRMS   | TEST CREDIT MEMO REPORT | AN |
| 00895019            |     | 0/J01                                   | 90000901   | 90000900   | 10/18/2002 | \$100.00     | \$100.00-    | AFE    | CRM    | TEST CRM                | AN |
| 00936121            | 1   | 0/J01                                   | 90000899   | 90000898   | 10/15/2002 | \$50.00      | \$50.00-     | AFE    | CRMS   | TEST ECL                | AN |
| 01000500            |     | 1/F01                                   | 90000885   | 90000884   | 10/09/2002 | \$129.50     | \$50.00-     | AFE    | BET    | TESTING FOR 29          | BE |
| 01000500            |     | 0/J01                                   | 90000887   | 90000886   | 10/09/2002 | \$357.00     | \$357.00-    | RST    | CRM    | TESTING FOR 29          | BE |
| 01000500            |     | 0/J01                                   | 90000889   | 90000888   | 10/14/2002 | \$10.00      | \$10.00-     | CC1    | CRM    | TEST FOR ECL            | BE |
| 01000500            |     | 4/U02                                   | 90000891   | 90000890   | 10/14/2002 | \$2,374.00   | \$100.00-    | RST    | RST    | TESTING                 | BE |
| 01000500            |     | 0/J01                                   | 90000893   | 90000892   | 10/14/2002 | \$750.00     | \$750.00-    | RST    | CRM    | TESTING                 | BE |
| 97000500            |     | 1/M01                                   | 90000897   | 90000896   | 10/14/2002 | \$100.00     | \$10.00-     | ADM    | AFE    | TEST REPORT             | AN |

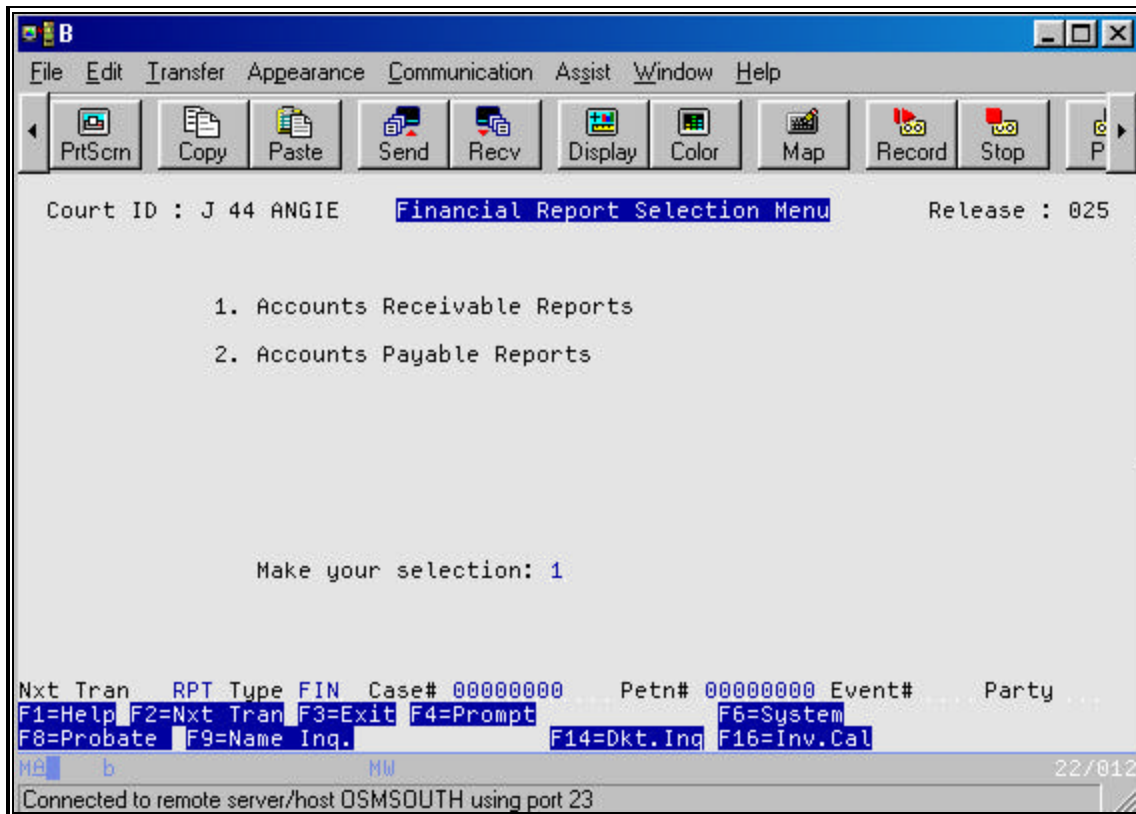


## Voided Receipts Report

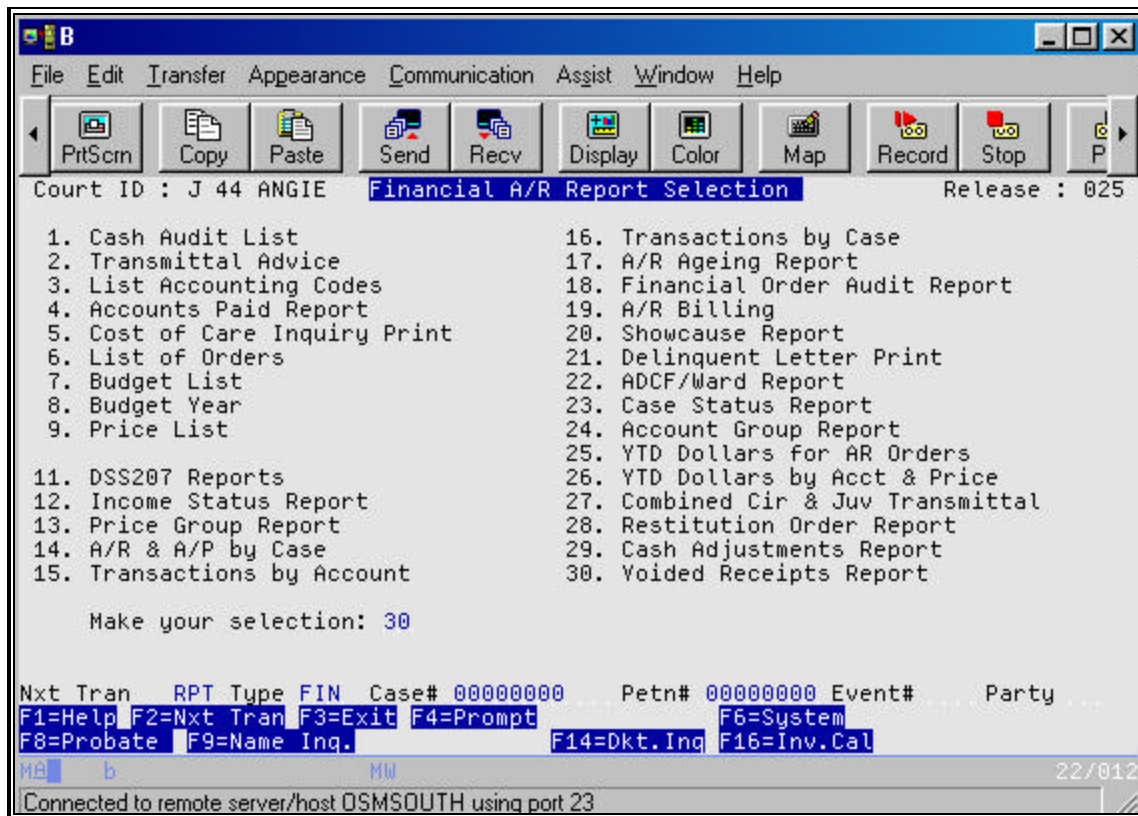
This report tracks all voids that are processed within the reporting period. This report will print the case number, receipt numbers, date of the void, voided amount, void reason and the operator code.

The report can be generated for Juvenile, Probate or Civil systems.

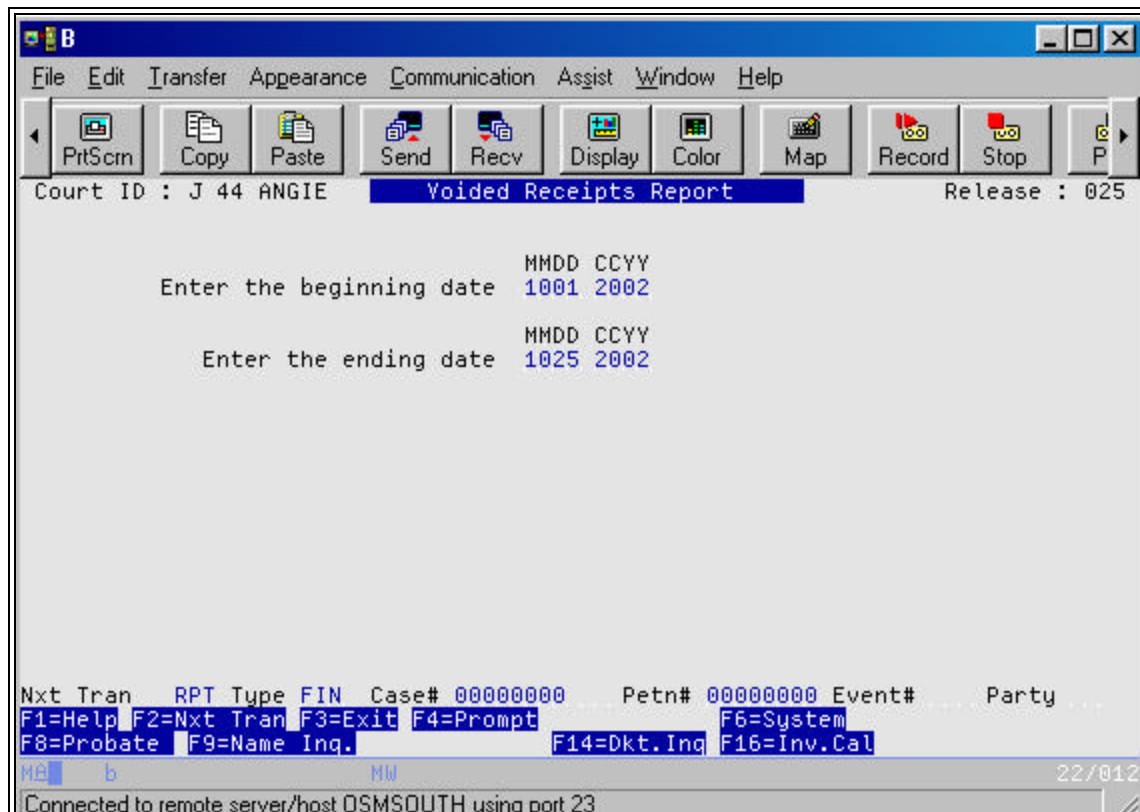
To generate this report enter RPT/FIN from the Next Tran line and press << and the following screen will be displayed for you.



Select option 1 for Accounts Receivable Reports and press << . The system will display the following screen.



Select option 30 - Voided Receipts Report and press << . The system will return the following screen.



Enter the dates that you want the system to process and press << . The system will generate the report.  
Following is an example of the report.

| RUN DATE 10/30/2002 |     | JUVENILE VOIDED RECEIPTS REPORT         |            |            |            |               |                        | PAGE NO. |
|---------------------|-----|-----------------------------------------|------------|------------|------------|---------------|------------------------|----------|
| RUN TIME 10:41      |     | From 10/01/2002 Thru 10/25/2002         |            |            |            |               |                        |          |
|                     |     | LAPEER CO CIRCUIT COURT/FAMILY DIVISION |            |            |            |               |                        |          |
|                     |     | LAPEER CTY. COMPLEX 255 CLAY ST.        |            |            |            |               |                        |          |
|                     |     | LAPEER MI 48446                         |            |            |            |               |                        |          |
|                     |     | (810) 6670270                           |            |            |            |               |                        |          |
| CASE #              | SFX | PARTY                                   | ORG. RCPT# | VOID RCPT# | VOID DATE  | VOIDED AMOUNT | VOIDED REASON          | OPR      |
| 00915683            | 1   | 1/F01                                   | 00041656   | 00045656   | 10/14/2002 | \$20.00       | TEST VOID REPORT       | ANGI     |
| 01000500            |     | 0/J01                                   | 00045642   | 00045654   | 10/09/2002 | \$20.00       | TESTING FOR 30         | BETT     |
| 02000789            |     | 0/J01                                   | 00045657   | 00045658   | 10/22/2002 | \$500.00      | JUST TESTING ARBILLING | BETT     |

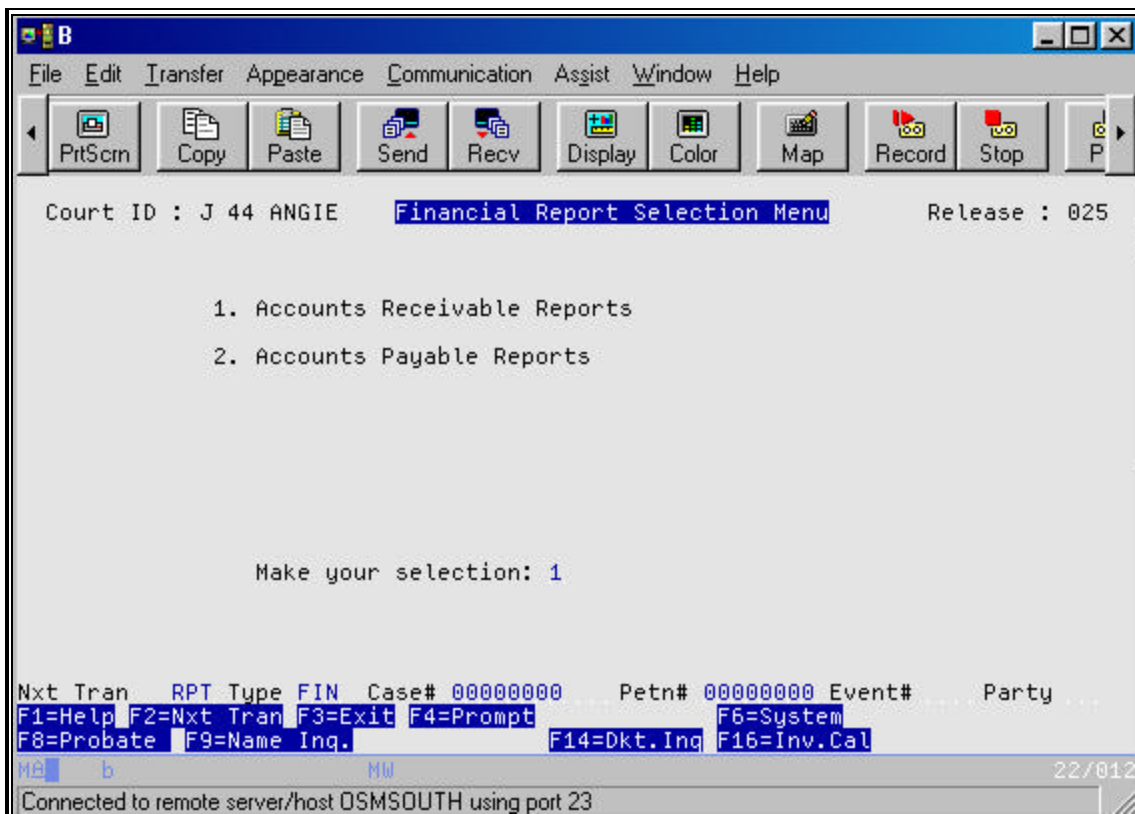
## Restitution Report

This report tracks Restitution from the initial financial order to the vouchers paying the victims. There are several ways that you can run this report.

1. All active orders
2. All active orders or cases with activity within a specified reporting period
3. All active orders or cases for a specific judge
4. All active orders or cases for a specific case worker
5. All active orders or cases that are not all vouchered
6. All active orders or cases that are not vouchered for a specific judge
7. All active orders or cases that are not vouchered for a specific case worker
8. For a specific case

The report can be generated for the juvenile system.

To generate this report enter RPT/FIN from the Next Tran line and press << and the following screen will be displayed for you.



Select option 1 for Accounts Receivable Reports and press << . The system will display the following screen.

**B**

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop P

Court ID : J 44 ANGIE **Financial A/R Report Selection** Release : 025

|                               |                                    |
|-------------------------------|------------------------------------|
| 1. Cash Audit List            | 16. Transactions by Case           |
| 2. Transmittal Advice         | 17. A/R Ageing Report              |
| 3. List Accounting Codes      | 18. Financial Order Audit Report   |
| 4. Accounts Paid Report       | 19. A/R Billing                    |
| 5. Cost of Care Inquiry Print | 20. Showcase Report                |
| 6. List of Orders             | 21. Delinquent Letter Print        |
| 7. Budget List                | 22. ADCF/Ward Report               |
| 8. Budget Year                | 23. Case Status Report             |
| 9. Price List                 | 24. Account Group Report           |
|                               | 25. YTD Dollars for AR Orders      |
| 11. DSS207 Reports            | 26. YTD Dollars by Acct & Price    |
| 12. Income Status Report      | 27. Combined Cir & Juv Transmittal |
| 13. Price Group Report        | 28. Restitution Order Report       |
| 14. A/R & A/P by Case         | 29. Cash Adjustments Report        |
| 15. Transactions by Account   | 30. Voided Receipts Report         |

Make your selection: 28

Nxt Tran RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MR b 22/012

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Select option 28 - Restitution Order Report and press << . The system will return the following screen.

**B**

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop P

Court ID : J 44 ANGIE **Restitution Order Report** Release : 025

Report Options - Select ONE each time

|                                                           | Begin Date<br>(mmdd ccyy) | End Date<br>(mmdd ccyy) | Not<br>Vouchered         | Jurist<br>P# | Worker<br>P# |
|-----------------------------------------------------------|---------------------------|-------------------------|--------------------------|--------------|--------------|
| <input type="checkbox"/> Active Orders<br>(date optional) | ----                      | ----                    | <input type="checkbox"/> | ----         | ----         |
| <input type="checkbox"/> All Cases<br>(date required)     | ----                      | ----                    | <input type="checkbox"/> | ----         | ----         |
| <input type="checkbox"/> Single Case                      | case #                    | sfx                     |                          |              |              |

Print Option

☐ List transaction details? (Y/N)

Select ONE report option!

Nxt Tran RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MR b 08/034

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Enter the options that you want the system to return and press << . The system will generate the report.

Following is an example of the report.

| COURT: J44                 |                             | RESTITUTION ORDER REPORT - ACTIVE ORDERS |            |                 |               | PAGE:                  |
|----------------------------|-----------------------------|------------------------------------------|------------|-----------------|---------------|------------------------|
| PROGRAM: RSTORDRPT         |                             |                                          |            |                 |               | RUNNING DATE: 10/30/20 |
| CASE#:                     | 00843565/01                 | PARTY:                                   | 02/M01     | PETITION:       | 08435651      | EVENT: 041             |
| CASE NAME:                 | MEACHUM, HEATHER, ROSE, MAE |                                          |            |                 |               |                        |
| ORDER AMOUNT:              | \$200.00                    | RECEIVED:                                | \$112.00   | CREDIT:         | \$0.00        | OUTSTANDING:           |
| RESTITUTION NOT VOUCHERED: | \$36.00                     | ORDER BEGIN DATE:                        | 09/27/1992 | ORDER END DATE: | 09/01/1996    | ORDER ENTERED:         |
|                            |                             |                                          |            |                 |               | 00/00/000              |
| PAYEE                      | ORDERED                     | RECEIVED                                 | CREDIT     | OUTSTANDING     | AMT VOUCHERED | NOT VOUCHERED          |
| VICTIM1, TEST, R           | \$90.00                     | \$76.00                                  | \$0.00     | \$14.00         | \$76.00       | \$0.00                 |
| VICTIM2, TEST,             | \$30.00                     | \$22.00                                  | \$0.00     | \$8.00          | \$0.00        | \$22.00                |
| VICTIM3, TEST,             | \$80.00                     | \$25.00                                  | \$0.00     | \$55.00         | \$0.00        | \$25.00                |
| =====                      |                             |                                          |            |                 |               |                        |
| CASE#:                     | 00843565/01                 | PARTY:                                   | 00/J01     | PETITION:       | 08435651      | EVENT: 075             |
| CASE NAME:                 | MEACHUM, HEATHER, ROSE, MAE |                                          |            |                 |               |                        |
| ORDER AMOUNT:              | \$200.00                    | RECEIVED:                                | \$88.00    | CREDIT:         | \$10.00       | OUTSTANDING:           |
| RESTITUTION NOT VOUCHERED: | \$88.00                     | ORDER BEGIN DATE:                        | 01/01/1987 | ORDER END DATE: | 03/29/1987    | ORDER ENTERED:         |
|                            |                             |                                          |            |                 |               | 00/00/000              |

## Juvenile System Enhancements

1. The “TO” case type has been disabled. All traffic cases should have the case type of “TL” any open traffic case that does not should be converted to “TL”.
2. If a hearing is scheduled before an attorney is appointed, the docket programs will check the case screen to see if there is an attorney each time the docket is ran.
3. Order JC10 - Order After Preliminary Hearing/Inquiry can now print results from a traffic case.
4. The Case, Traffic, Petition and Adoption Case screens have been modified to mandate entry of a name.
5. Order JC22 - Blank Order has been updated so that you can print results, programs, next hearing information, curfew and bond information from the event screen as follows:
  - a. If a result is entered on the event screen, the associated order text will print on JC22.
  - b. If a program is entered on the event screen, the associated order text will print on JC22.
  - c. If hearing information is entered on the hearing line of the event screen, “The next hearing is set for at ” will print on JC22.
  - d. If a curfew is entered on the event screen it will be printed on JC22.
  - e. If bond information is entered on the event screen it will be printed on JC22.
6. The following new orders can be generated from the Juvenile system:
  - a. JC74 -
  - b. JC75 - Order Removing Child After Emergency Removal Hearing (Child Protective Proceedings)
  - c. JC76 - Order of Disposition Following Post-Terminating Review Hearing



## Criminal History Reporting

For those courts that are entering criminal history records onto the SOS LEIN Screen, the following changes have been made.

1. New security settings have been added to the system to allow access to be given only to specific individuals for criminal history reporting and accessing the SOS LEIN Screen or the EJD - Enter Judgment screen. These settings will automatically be set to “N - No”. You will have to have the person in your court that works with security give access to those users that need it.
2. New hop code of “EJD”. This code will take you directly to the Enter Judgment screen.
3. If you enter the case number, suffix number and petition number along with the EJD code, the system will automatically fill in as much information as it can. The rules that govern this follow:
  - a. Only the first three charges will be brought from the petition screen. If you have more than three (3) charges, the first three will be preloaded for you to send. After you send those, you must enter another record with the next three charges. Only three charges can be sent at once.
  - b. If the petition disposition for the case you are entering is “CCP - Consent Calendar Probation”, access to the EJD screen will be blocked and a message will be displayed “Case on consent calendar, not ready to send to MSP”. The petition disposition must be modified before access to the EJD screen will be allowed.
  - c. The individual fields on the enter judgment screen will be filled in as follows

### CFN - Case File Number field

This is the case number and suffix number, formatted as 12345678-12 where 12345678 = the case number and -12 = the suffix number. Traffic Screen cases suffix will always be 00.

**NOTE:** If you need to modify an entry, the case number must be entered exactly as it was entered for the add.

### NAA - Name at Arrest

This name will come from the Petition Screen or from the Traffic Screen.

### CIRORI - Circuit Court ORI

This field will always be left blank

### SID - State Identification Number

The State Identification number will be taken from the petition screen.

### CTN - Criminal Tracking Number

The CTN number will be taken from the petition screen.

### CTD - Court Disposition Date

The petition disposition date will be entered or if the case was entered on the Traffic screen, the disposition date associated with that petition will be entered.

**CCN - Charge Number**

The charge number from the petition screen will be inserted in this field. If you are using the traffic screen, only one charge can be entered per petition so the bottom two charges will always be blank.

**ORF - Ordinance Field**

A “Y - Yes” will be loaded if the pacc code begins with ORD. Otherwise, this field will be blank.

**GOC - General Offense Character**

ALCSI from charge on petition screen. The first letter found starting from the left will be inserted in this field.

**CIT - Citation or PACC Code**

PACC charge code from the petition screen. If there is an amended charge, the system will insert it.

**CDC - Court Disposition Code**

Only two codes are valid for this field, ADJ - Adjudication and DIS - Dismissed. The JIS system has many disposition codes that had to be translated into one of these two codes. The following chart shows the code translations.

| <b>JIS Petition Screen Code</b>                            | <b>CDC Code</b> | <b>JIS Traffic Screen Code</b>                             | <b>CDC Code</b> |
|------------------------------------------------------------|-----------------|------------------------------------------------------------|-----------------|
| AAL, BT, CCJ, GLT, JUR, PNC                                | ADJ             | AAL, BT, CCJ, GLT, JUR, PNC                                | ADJ             |
| AAD, CDM, CSD, DAH, DEI, DEP, DMP, DWO, DWP, FNG, NOL, PDM | DIS             | AAD, CDM, CSD, DAH, DEI, DEP, DMP, DWO, DWP, FNG, NOL, PDM | DIS             |

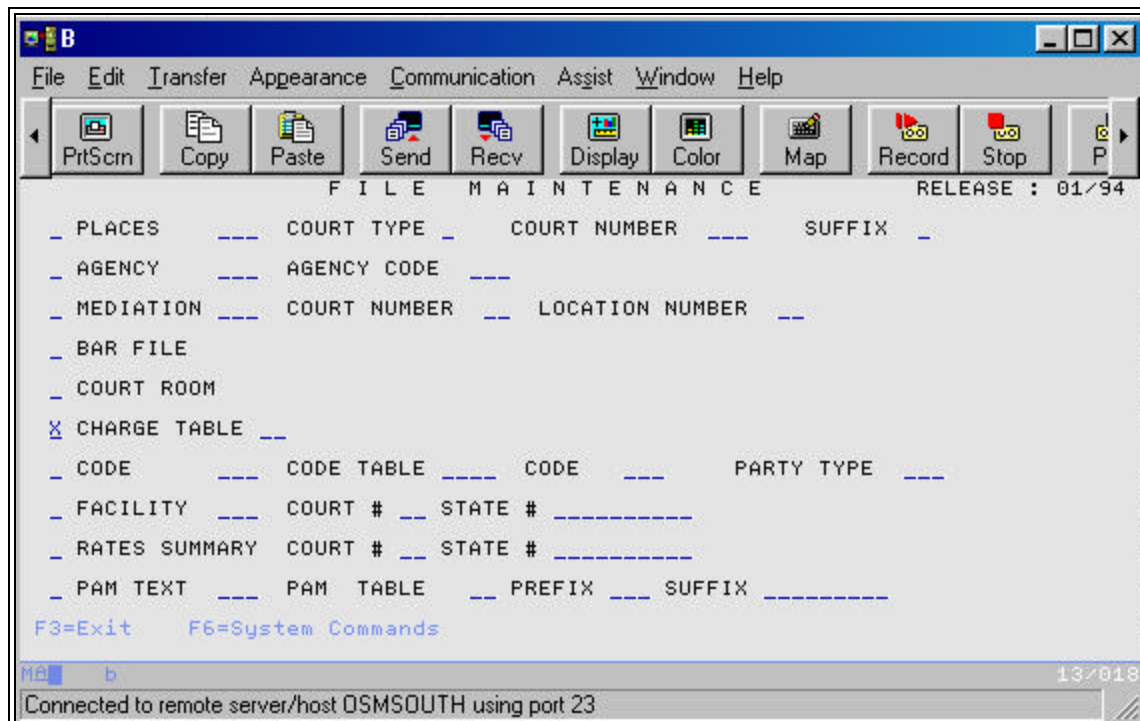
If any other code is found in either the petition disposition code field or the traffic screen disposition field, the field will be left blank for the user to enter the disposition.

**CSR - Court Sentencing Remarks**

This field will be left blank for the user to enter any remarks.

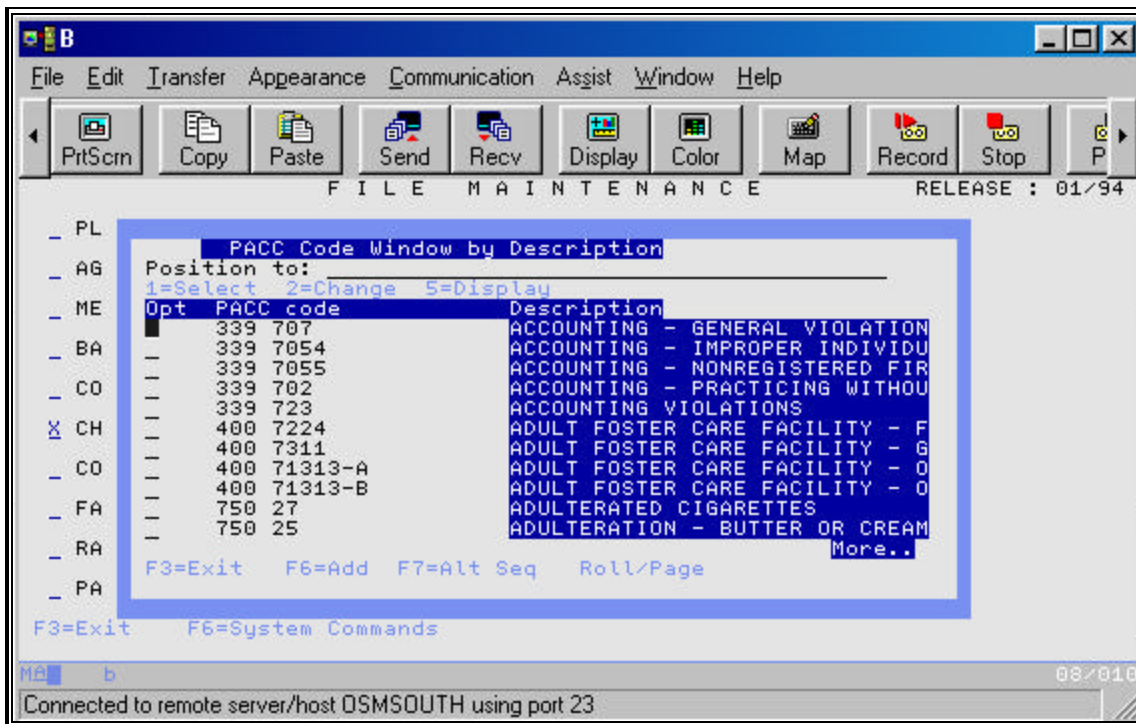
## File Maintenance - Charge Table

The charge table has been updated and will function similarly to the professional table as follows.



From the file maintenance menu, enter an "X" in front of charge table and either press << to work with the MCLA file or enter your court number to work with your local ordinances.

The system will display the following screen.



From this screen, you can edit, display or add a new PACC code. Following are examples of each of these processes.

## F6 - Adding a new PACC code

From the charge table screen, press — and the system will return the following screen.

FILE MAINTENANCE RELEASE : 01/94

PL

**ADD**

Pacc No: 257 TEST  
Description  
Short: THIS IS A TEST  
Long: THIS IS A LONGER PACC CODE DESCRIPTION

|                  |    |                            |   |
|------------------|----|----------------------------|---|
| Adult CHR flag:  | X  | Abstractable:              | X |
| Juv CHR flag:    | -  | Suspendable:               | X |
| Drunk Fund:      | -  | SOS Code:                  | - |
| Drug Fund:       | -  | Civil Inf/Misd/Felony:     | F |
| Crime Victims:   | X  | License Registration:      | X |
| Crime Group:     | 20 | Sex Offender Registration: | - |
| DNA Testing:     | -  | HIV Testing:               | - |
| Expired date:    | -  |                            |   |
| Last updated by: |    | Last updated Date:         |   |

HELP F3=Exit Enter=Update

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Enter the following information

PACC No - Enter the PACC number

Description - Short - Enter a short description for this PACC number

Description - Long - Enter the long description for this PACC Number

Attributes - Enter all applicable attributes for this charge. This information can be taken from the Bench Guide.

Press << and the system will add the number.

## 2 - Edit a PACC code

From the charge table screen, enter a 2 in front of the PACC number that you want to edit and press << . The system will return the following screen.

**MODIFY**

Pacc No: 436 50-C  
Description  
Short: ALCOHOL-LICENSEE-RL VIOLA  
Long: ALCOHOL-LICENSEE-RULE VIOLATIONS

|                  |   |                            |   |
|------------------|---|----------------------------|---|
| Adult CHR flag:  | X | Abstractable:              | - |
| Juv CHR flag:    | X | Suspendable:               | - |
| Drunk Fund:      |   | SOS Code:                  | - |
| Drug Fund:       | X | Civil Inf/Misd/Felony:     | M |
| Crime Victims:   | - | License Registration:      | - |
| Crime Group:     | - | Sex Offender Registration: | - |
| DNA Testing:     | - | HIV Testing:               | - |
| Expired date:    | - |                            |   |
| Last updated by: |   | Last updated Date:         |   |

HELP F3=Exit Enter=Update

MA b 09/012  
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Modify the fields that need changed and press << . The system will save your changes.

## 5 - View a PACC code

From the charge table screen, enter a 5 in front of the PACC number that you want to view and press << . The system will return the following screen.

FILE MAINTENANCE RELEASE : 01/94

PL

**VIEW**

Pacc No: 436 50-C  
Description  
Short: ALCOHOL-LICENSEE-RL VIOLA  
Long: ALCOHOL-LICENSEE-RULE VIOLATIONS

|                  |   |                            |   |
|------------------|---|----------------------------|---|
| Adult CHR flag:  | X | Abstractable:              | - |
| Juv CHR flag:    | X | Suspendable:               | - |
| Drunk Fund:      |   | SOS Code:                  | - |
| Drug Fund:       | X | Civil Inf/Misd/Felony:     | M |
| Crime Victims:   | - | License Registration:      | - |
| Crime Group:     | - | Sex Offender Registration: | - |
| DNA Testing:     | - | HIV Testing:               | - |
| Expired date:    | - |                            |   |
| Last updated by: |   | Last updated Date:         |   |

HELP F3=Exit

MA b 05/003

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All fields on this screen are protected and can't be modified. Press “ to exit.



## PACC Code Attributes

The system has always displayed the attributes of Abstractable and Crime Victims. We have updated the system to include the following attributes:

CVA = Crime Victims Accessible  
DNA = DNA Testing  
ABS = Abstractable  
CHR = Criminal History Reportable  
HIV = HIV Testing  
SOR = Sex Offender Registry

These attributes will display on the petition, traffic and event screens in the same location that the Abstractable and Crime Victims information appeared. Following are examples of the petition and event screens.

## Petition Screen:

All attributes will be displayed for each charge under the charge disposition and event fields for each charge.

[illegible]

## Event Screen -

Attributes will display above the first data entry line on the event screen.

The screenshot displays a software window titled 'B' with a menu bar (File, Edit, Transfer, Appearance, Communication, Assist, Window, Help) and a toolbar with icons for PrintScreen, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, and a 'P' button. The main area contains a form for entering case information. The form fields are as follows:

|                 |                        |                      |                         |               |                |          |           |        |           |    |
|-----------------|------------------------|----------------------|-------------------------|---------------|----------------|----------|-----------|--------|-----------|----|
| Event           | ADD                    | Case#                | 00910115                | Petition#     | 10000000       | Type     | DL        | Filed  | 0807 1991 |    |
| Jurist          | 19081 PREISEL          | Attny                |                         | Worker        |                |          |           |        |           |    |
| Name            | KILLINGBECK/KRISTY/JOY |                      |                         |               | DOB            | 605 1977 | Gen       | E      | Race      | WA |
| Petition Opened | 1001 2002              | Jurist               | 25275                   | Adjud         |                | Jurist   |           | Code   |           |    |
| Offense: Date   | 1001 2002              | Loc                  | ALM                     | Petitnr       | PA1            | SSN      |           | CTN    |           |    |
|                 |                        |                      | CVA DNA ABS CHR HIV SOR |               |                |          |           |        |           |    |
| Num             | Date                   | Cg                   | Typ                     | Comments      |                | Jurist   | Attny     |        |           |    |
| 4               | 2002                   |                      |                         |               |                |          |           |        |           |    |
| Results         |                        |                      |                         |               | Pgm            |          | Status    |        |           |    |
| Placement       |                        |                      | Special Rate            |               | Placement Type |          | Custody   |        |           |    |
| Next Hearing    |                        |                      | Time                    | Type          | Jurist         | Chg      | Courtroom |        |           |    |
| Party Type      |                        | Attny                |                         | Party Type    | Attny          |          | PPI       |        |           |    |
| Bond: Type      |                        | Amt                  |                         | Act Typ       | Date           |          |           |        |           |    |
| Posted By       |                        | Receipt              |                         |               |                |          |           |        |           |    |
| Curfew of       |                        | Sun. thru Thurs. and |                         | Fri. and Sat. |                |          |           |        |           |    |
|                 |                        | Form nbr requested   |                         | Sign Jurist   |                |          |           |        |           |    |
| Nxt Tran        | EVI                    | Type                 | ADD                     | Case#         | 00910115       | Petn#    | 10000000  | Event# |           |    |
| F1=Help         | F2=Nxt Tran            | F3=Exit              | F4=Prompt               | F5=System     |                |          |           |        |           |    |
| F8=Probate      | F9=Name Inq.           | F10=Attny Inq        | F13=Notes               | F14=Dkt. Inq  | F16=Inv. Cal   |          |           |        |           |    |

At the bottom of the window, there is a status bar showing 'MS b' on the left, '08/005' on the right, and a message 'Connected to remote server/host OSMSOUTH using port 23'.

## Multiple Child/Petition Event Screen -

Attributes will display beside the petition that they are associated with.

Sfx Petition Case# 00910115 Attorney #  
09101151 KILLINGBECK/KRISTY/J  
10000000 KILLINGBECK/KRISTY/JOY CVA DNA ABS CHR HIV SOR

| Num     | Date | Cg | Typ | Comments | Jurist | Attny |
|---------|------|----|-----|----------|--------|-------|
| Results | 2002 |    |     |          |        |       |

Placement Special Rate Placement Type Custody  
Next Hearing Time Type Jurist Chg Courtroom  
Party Type Attny Party Type Attny PPI  
Bond: Type Amt Act Typ Date  
Posted By Receipt  
Curfew of Sun. thru Thurs. and Fri. and Sat.  
Do you want to include financial orders?  
Form nbr requested Sign Jurist  
Nxt Tran EVI Type ADD Case# 00910115 Petn# 00000000 Event# Pty  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Probate F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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## Traffic Screen -

Attributes will display above the paper plate line for each ticket.

**B**

File Edit Transfer Appearance Communication Assist Window Help

PrtScrn Copy Paste Send Recv Display Color Map Record Stop P

Traffic MOD Case# 01000771 Type IL Date Opened 601 2000 Jurist 25275  
Name IL TRAFFIC DOB 605 1990  
Address 111 MAIN ST.  
City LANSING State MI ZIP 48911 Close Date  
Phone 517 5555555 DLN I652365223654 State MI  
Attny 12345 A CROCKETT Worker  
Pet Ticket Date Date Pol Date Date Dsp Attributes  
Number Issued Filed Dept Reopened Adjud

1 123 604 2001 604 2001 APD Amd 606 2001 AAL CVA DNA ABS CHR  
Org PACC ORD 3192 31-12(B) Paper Plate  
Comment DISORDERLY CONDUCT-FIGHTI

2 ABC 901 2002 902 2002 APD Amd Paper Plate  
Org PACC 257 1855  
Comment AIRCRAFT-OUIL 2ND NOTICE

Org PACC Amd Paper Plate  
Comment More...

Nxt Tran TRF Type MOD Case# 01000771 Petn# 00000000 Event# Pty  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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## **Report Generator**

The following fields have been added to the report generator selection screen.

### **Case/Traffic Screen**

Address

City

State

Zip

### **Petition Screen**

CTN

### **Event Screen**

Next Hearing Date Range

Next Hearing Time

Next Hearing Type

Next Hearing Jurist

Next Hearing Chg

Next Hearing Courtroom

### **Party Screen**

Name

Address

City

State

Zip

Following is the new report selection screens.

**REPORT GENERATOR SELECTION**  
 ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT

**CASE OR TRAFFIC SCREEN**

|               |       |                       |      |                |      |
|---------------|-------|-----------------------|------|----------------|------|
| - CASE TYPE   | ---   | - CASE OPENED DATE    | ---- | -              | ---- |
| - CASE STATUS | ---   | - CASE CLOSED DATE    | ---- | -              | ---- |
| - CASE NUMBER | ---   | - CASE RE-OPENED DATE | ---- | -              | ---- |
| - NAME        | ---   | - DATE OF BIRTH       | ---- | -              | ---- |
| - GRADE       | ---   | - CASE PURGE DATE     | ---- | -              | ---- |
| - GENDER      | ---   | - RACE                | ---- | - ATTORNEY     | ---- |
| - WORKER      | ---   | - SERVICE TYPE        | ---  | - JURIST       | ---- |
| - ADDRESS     | ----- | - CITY                | ---- | - STATE        | ---- |
| - ZIP CODE    | ----- | - SCHOOL              | ---- | - LEGAL STATUS | ---- |
| - PROGRAM     | ---   | - PLACEMENT           | ---- |                |      |

**PETITION SCREEN**

|                   |     |                         |      |   |      |
|-------------------|-----|-------------------------|------|---|------|
| - PETITION NUMBER | --- | - PETITION OPENED DATE  | ---- | - | ---- |
| - PETITIONER      | --- | - PETITION AUTH DATE    | ---- | - | ---- |
| - ADJUD CODE      | --- | - PETITION ADJUD DATE   | ---- | - | ---- |
| - OFFENSE LOC     | --- | - OFFENSE DATE          | ---- | - | ---- |
| - CHARGE DISP     | --- | - CHARGE                | ---- | - | ---- |
| - CHG DISP EVT    | --- | - AMD CHARGE            | ---- | - | ---- |
| - CHARGE COMMENTS | --- | - PETITION RE-OPEN DATE | ---- | - | ---- |
| - TICKET NUMBER   | --- | - CTN                   | ---- |   |      |

PRESS F3 TO CANCEL

PAGE DOWN

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**REPORT GENERATOR SELECTION**  
 ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT

**EVENT SCREEN**

|                       |     |                          |      |               |      |
|-----------------------|-----|--------------------------|------|---------------|------|
| - EVENT TYPE          | --- | - EVENT DATE             | ---- | -             | ---- |
| - LEGAL STATUS        | --- | - PROGRAM                | ---- | - PLACEMENT   | ---- |
| - RESULT              | --- | - BOND TYPE              | ---- | - BOND AMOUNT | ---- |
| - NEXT HEARING TYPE   | --- | - NEXT HEARING DATE      | ---- | -             | ---- |
| - NEXT HEARING JURIST | --- | - NEXT HEARING TIME      | ---- | -             | ---- |
| - NEXT HEARING CHG    | --- | - NEXT HEARING COURTROOM | ---- | -             | ---- |
| - EVENT COMMENT       | --- |                          |      |               |      |

**PARTY SCREEN**

|              |       |         |      |            |      |
|--------------|-------|---------|------|------------|------|
| - PARTY TYPE | ---   | - NAME  | ---- | - ATTORNEY | ---- |
| - ADDRESS    | ----- | - STATE | ---- | - CITY     | ---- |
| - ZIP CODE   | ----- |         |      |            |      |

PRESS F3 TO CANCEL

PAGE UP

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## Changes affecting all systems

### 1. Calendar Marking and Unmarking

The system has been updated so that you can mark and unmark dates that the jurist will not be available for hearings. If a date is marked, the system will display a message when you attempt to schedule a hearing for that judge that day. Each system works individually so if the same judge is handling Juvenile, Probate, Civil Probate and Adoption cases you would have to mark the docket in each of those systems separately.

### 2. F9 - Name Index

If a name is suppressed or expunged and the user has authority to view suppressed/expunged cases, the public status on the name index screen will be shown in red if the case is suppressed or expunged.

### Juvenile Name Index

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup NAME

Highlighted name has a A/R Master

| Name                     | Birth Date | Case #   | Sfx | Typ | Typ | Petn#    | Pub |
|--------------------------|------------|----------|-----|-----|-----|----------|-----|
| ■ SMITH, AARON, M        | 6/10/1982  | 00895019 |     | DL  | DL  | 99000947 | PUB |
| - SMITH, AARON, M        | 6/10/1982  | 00895019 |     | DL  | DL  | 99000948 | PUB |
| - SMITH, AARON, M        | 6/10/1982  | 00895019 |     | DL  | DL  | 99000950 | PUB |
| - SMITH, AARON, MICHAEL, | 10/01/1976 | 00895019 |     | J01 | DL  | 08950191 | PUB |
| - SMITH, ADAM,           | 5/15/1999  | 99000099 |     | AK  | AK  | 99000099 | EXP |
| - SMITH, ADAM, DYLAN,    | 6/25/1999  | 99000099 |     | NEW | AK  | 99000099 | EXP |
| - SMITH, ALISON,         |            | 00096169 |     | M01 | IN  | 00000000 | SUP |
| - SMITH, ANDREW,         | 6/20/1975  | 99000099 |     | F01 | AK  | 99000099 | EXP |
| - SMITH, ANGELA, D       | 2/09/1972  | 00874397 |     | DL  | DL  | 08743971 | SUP |
| - SMITH, ANGELA, DIANE   | 2/09/1972  | 00874397 |     | DL  | DL  | 00001028 | SUP |
| - SMITH, ANGIE,          |            | 99980008 |     | M01 | DL  | 00000000 | EXP |
| - SMITH, ANTHONY, N      | 8/04/1976  | 00925714 |     | DL  | DL  | 09257141 | PUB |
| - SMITH, ANTHONY, N      | 8/04/1976  | 00925714 |     | J01 | DL  | 09257141 | PUB |
| - SMITH, ANTHONY, N      | 8/04/1976  | 00925714 |     | DL  | DL  | 09257142 | PUB |
| - SMITH, ANTHONY, N      | 8/04/1976  | 00925714 |     | DL  | DL  | 09257143 | PUB |

More...

Nxt Tran Type FIN Case# 00000000 Petn# 00000000 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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## Probate Name Index

| Case#    | Typ | Dsc | Name                       | Num | File Date  | Microfilm | Sys | Pub |
|----------|-----|-----|----------------------------|-----|------------|-----------|-----|-----|
| 97000000 | CZ  | PLA | SMITH BUSINESS MACHINES,,  |     | 3/01/1997  |           | C   | PUB |
| 98000003 | CZ  | PLA | SMITH FARMS,,              |     | 6/15/1998  |           | C   | PUB |
| 94129965 | CZ  | PLA | SMITH FARMS,MI CO-PARTNERS |     | 4/14/1995  |           | C   | SUP |
| 94130017 | CZ  | PLA | SMITH FARMS,MI CO-PARTNRSH |     | 4/14/1995  |           | C   | PUB |
| 90028561 | CA  | CVA | SMITH-BUSH,CYNTHIA         |     | 11/30/1990 |           | P   | EXP |
| 90028561 | CA  | CVA | SMITH-JONES,MARY,          |     | 11/01/1996 |           | P   | EXP |
| 00003679 | DA  | DA  | SMITH,ABRAM,               |     | 1/01/1908  |           | P   | PUB |
| 91028668 | TR  | WSK | SMITH,ADELAIDE,E           | 963 | 9/01/1978  | 12333774  | P   | PUB |

Nxt Tran P Type MOD Case# 90028561 Rec nbr -  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F9=Start over F14=Dkt.Inq F16=Inv.cal.

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3. The entry of a name is now mandatory on the following screens.
  - Probate Header
  - Juvenile Case
  - Juvenile Petition
  - Adoption Case

## Probate System Enhancements

1. The probate reports menu has been updated and rearranged alphabetically. Following is an example of that screen.



2. PC599 - Memorandum of Administrative Closing can now be generated from the probate schedule screen.
3. The mailers program has been updated to generate a mailer for PC599 - Memorandum of Administrative Closing if the demand code "NCL - Notice for Memorandum of Administrative Closing" is entered in the court action field of the party that you would like the mailer generated for. The mailer will be generated when the court action date falls within the reporting period that mailers is ran for.

Mailers has also been updated to include the statement "There may be a \$15 filing fee for each account filing" on mailers that are associated with accountings.

4. The summary screen has been updated so that when you press **TM** and enter "S" to view the case summary, a Next Tran Line will now be displayed on that screen.

## **Adoption System Enhancements**

1. The following forms can now be generated from the adoption system:
  - PCA304 - Order Terminating Rights of Non-Custodial Parent
  - PCA312 - Order Terminating Rights of Father Without Release or Consent
  - PCA319 - Order Placing Child (Step Parent Adoption)
  - PCA325 - Notice to Adopting Parents on Pending or Potential Appeal/Rehearing
  - PCA326 - Order Authorizing Foster Care Funding
  - PCA328 - Advice of Rights After Order Terminating Parental Rights (Adoption Code)
  - PCA341 - Final Order Allowing Fees and Costs
2. When entering a receipt on an adoption case, the paid by name on the ARP screen will be blank and a name must be entered before the receipt can be processed.

## Instructions for Updating Regional Administrator Information

From the Transaction Request Screen press \*\* + ~ <F20>. The system will return the following screen.

